

Kingscott Associates, Inc.  
Architects/Engineers  
Kalamazoo, Michigan

Marshall High School – FF&E  
Marshall Public Schools  
Marshall, Michigan

### NOTICE TO BIDDERS

Sealed Bids for Furniture, Fixtures & Equipment for Marshall High School will be received by Marshall Public Schools, at Marshall High School, 701 N. Marshall Ave., Marshall, MI 49068, **Monday, May 5<sup>th</sup>, 2008 at 3:00 pm**, local time.

Bids will be opened publicly and read aloud at that time. Bids will be opened at the Marshall High School Auditorium located at 701 N. Marshall Ave., Marshall, MI 49068. Bids received after that time will be returned unopened.

Bids shall be executed on Bid Form and Tag Schedule/Bid Form provided. Each proposal must be accompanied by a satisfactory certified check, money order, or bid bond payable to Marshall Public Schools for not less than five (5%) percent of the amount of the bid and delivered in a sealed envelope bearing the bidder's name, address, and project identification. Address bids to Amy Jones, Director of Finance and Operations.

Owner is exempt from Michigan use and sales tax.

This project does require prevailing wages.

Successful bidder(s) will be awarded by purchase order issued by the Owner.

Bidding and Contract Documents will be available from Kingscott Associates, Inc. on **April 11<sup>th</sup>, 2008** at no deposit charge. Upon completion of bidding and award, Contract Documents shall be returned to Kingscott Associates, Inc. No partial sets of contract documents will be issued. Bidding and Contract Documents may also be examined at the following locations:

Kingscott Associates, Inc.  
229 E. Michigan Avenue, Suite 335  
Kalamazoo, Michigan 49007  
P: 800-632-7815

Marshall Public Schools  
100 East Green St.  
Marshall, Michigan 49068  
P: 269-781-1250

Documents are available through Kingscott Associates, Inc.

The Owner reserves the right to accept or reject any or all bids, to waive and irregularities in the bidding and to refrain from accepting or rejecting any bids for a period of sixty (60) days after the bid opening.

It is the intent of the Owner to award a Purchase Order(s) based on the lowest responsible bidder(s) of the extended bid price of each individual or compatible combination of items listed on the itemized tag schedule/bid form. The Owner reserves the right to accept any individual or combination of extended price bids.